

**U .S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
OFFICE OF POLICY AND LEGISLATION  
EXPERIENCED ATTORNEY, GS-14/15**

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**About the Office:**

The Office of Policy and Legislation coordinates the development of the Criminal Division's legislative agenda and its review of pending legislation; supports and coordinates the Division's sentencing policy and Federal rules programs; and analyzes crime policy and program issues.

**Responsibilities and  
Opportunity Offered:**

The Office is seeking an experienced attorney to work as part of the legislative team that coordinates the Division's review of proposed legislation, testimony, and other related materials and helps develop its legislative agenda. The incumbent may also help develop and coordinate the Department's sentencing policy, including developing the Department's annual agenda of amendments to the Federal sentencing guidelines and assessing guideline amendment proposals under consideration by the U.S. Sentencing Commission as well as help support the development and review of draft proposed amendments to the Federal Rules of Criminal Procedure.

**Qualifications:**

**Required qualifications:** Applicants must possess a J.D. degree, be duly licensed and authorized to practice as an attorney under the laws of a State, territory, or the District of Columbia. Applicants must have at least four or five years of post J.D. experience to be qualified at the GS-14 or 15 level. Applicants should possess excellent analytical and writing skills.

**Preferred qualifications:** Legislative drafting experience and knowledge of federal criminal law would be preferable. Experience working in the legislative branch would be desirable.

**Travel:**

Travel will be required infrequently.

**Salary Information:**

GS-14: \$85,210 - \$110,775 per annum  
GS-15: \$100,231 - \$130,305 per annum

**Location:**

Washington, D.C.

**Relocation Expenses:**

Relocation expenses are not authorized.

**Submission Process  
and Deadline Date:**

To apply for this position, please submit a resume and/or OF-612 (Optional Application for Federal Employment), a current SF -171 (Application for Federal Employment), a cover letter (highlighting relevant experience), a writing sample (no longer than 10 pages) and a current performance appraisal, if applicable to:

Julie Samuels  
Director, Office of Policy and Legislation  
Criminal Division  
U.S. Department of Justice  
Room 7728, Main Justice  
Washington, D.C. 20530

Or e-mail to:  
Lynn.Lappin@usdoj.gov

No telephone calls please. Applications must be received by October 1, 2004.

**Internet Sites:**

This and selected other legal position announcements can be found on the Internet at:  
<http://www.usdoj.gov/oarm/attvacancies.html>.

For more information about the Criminal Division, please visit the Criminal Division Web page at:  
<http://www.usdoj.gov/criminal/criminal-home.html>

**Department Policies:**

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the Department to achieve a drug-free workplace, and the person selected will be required to pass a drug test to screen for illegal drug use. Employment is also contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced.



## US Department of Justice

### Office of Attorney Recruitment and Management

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#### Attorney Vacancies

Department organizations advertise their attorney vacancies in this listing. If you are interested in any of these positions, please send your resume directly to the organization as instructed in the vacancy announcement. For more information about experienced attorney hiring, please visit <http://www.usdoj.gov/oarm/arm/eap.htm>, or call 202-514-3396 (24-hour voice message), TDD number 202-616-2113.

- [Directory of Organizational Addresses/Contacts for Submission of Resume](#)

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#### Vacancy Announcements Chosen for Listing by Individual Organizations

- [EXPERIENCED TRIAL ATTORNEY DEPARTMENT OF JUSTICE CRIMINAL DIVISION NARCOTIC AND DANGEROUS DRUG SECTION](#) This position is open until filled.  
Date posted: 09-14-2004.
- [U .S. DEPARTMENT OF JUSTICE CRIMINAL DIVISION OFFICE OF POLICY AND LEGISLATION EXPERIENCED ATTORNEY, GS-14/15](#) Applications must be received by October 1, 2004.  
Date posted: 09-14-2004.
- [ASSISTANT UNITED STATES ATTORNEY \(TWO POSITIONS\) UNITED STATES ATTORNEY'S OFFICE DISTRICT OF COLORADO VACANCY ANNOUNCEMENT NO. 04-CO-AUSA-06](#) TEMPORARY NTE 04/23/2005 Position is open until filled, but no later than Tuesday, September 21, 2004.  
Date posted: 09-14-2004.
- [ATTORNEY-ADVISOR FEDERAL BUREAU OF PRISONS SOUTHEAST REGIONAL OFFICE CONSOLIDATED LEGAL CENTER MIAMI, FLORIDA GS-905-12/13](#) Position is open until filled, but no later than September 28, 2004.  
Date posted: 09-13-2004.
- [U.S. DEPARTMENT OF JUSTICE OFFICE OF INFORMATION AND PRIVACY EXPERIENCED ATTORNEYS / GS-11 TO GS](#) Position is open until filled, but no later than September 17, 2004.  
Date posted: 09-10-2004.
- [ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE DISTRICT OF OREGON](#) Position is open until filled, but no later than September 27, 2004.  
Date posted: 09-10-2004.

- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE WESTERN DISTRICT OF TEXAS (San Antonio) Position is open until filled, but no later than September 17, 2004.  
Date posted: 09-09-2004.
- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE WESTERN DISTRICT OF TEXAS (El Paso) Position is open until filled, but no later than September 17, 2004.  
Date posted: 09-09-2004.
- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE DISTRICT OF ARIZONA VACANCY ANNOUNCEMENT NUMBER: 04-AZ-AUSA-TUC-BO To be considered for a position, send your résumé by September 14, 2004  
Date posted: 09-08-2004.
- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE DISTRICT OF MARYLAND VACANCY ANNOUNCEMENT NUMBER: 04-MD-08 Application packages must be received via email no later than September 15, 2004.  
Date posted: 09-08-2004.
- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE SOUTHERN DISTRICT OF WEST VIRGINIA VACANCY ANNOUNCEMENT NUMBER: 04-SDWV-08 To be considered for a position, send a resume by September 17, 2004  
Date posted: 09-07-2004.
- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE DISTRICT OF NEW MEXICO VACANCY ANNOUNCEMENT NUMBER: 04-AUSA-NM-3 Applications must be received by September 10, 2004.  
Date posted: 09-03-2004.
- BRISTOW FELLOWSHIP OFFICE OF THE SOLICITOR GENERAL U.S. DEPARTMENT OF JUSTICE This announcement closes on October 15, 2004. Please submit applications by 5:30 p.m. of the closing date of this announcement.  
Date posted: 09-02-2004.
- CHIEF OF THE STRIKE FORCE SECTION, CRIMINAL DIVISION U.S. ATTORNEY'S OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA Position is open until filled.  
Date posted: 09-02-2004.
- CHIEF OF SECURITIES FRAUD SECTION, CRIMINAL DIVISION U.S. ATTORNEY'S OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA Position is open until filled.  
Date posted: 09-02-2004.
- SUPERVISORY ATTORNEY-ADVISOR FEDERAL BUREAU OF PRISONS CONSOLIDATED LEGAL CENTER HOUSTON, TEXAS This position is open until filled, but no later than September 13, 2004.  
Date posted: 08-31-2004.
- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE EASTERN DISTRICT OF VIRGINIA Position is open until filled Resumes must be received by September 20, 2004.  
Date posted: 08-26-2004.
- ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE EASTERN DISTRICT OF VIRGINIA Position is open until filled Resumes must be received by September 20, 2004.  
Date posted: 08-26-2004.
- U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION TRIAL ATTORNEYS These positions are open until filled, through December 31, 2004.  
Date posted: 08-25-2004.
- U.S. DEPARTMENT OF JUSTICE JUSTICE MANAGEMENT DIVISION WORKFORCE RELATIONS GROUP ATTORNEY-ADVISOR This job will close September 7, 2004.

- Date posted: 08-18-2004.
- [UNITED STATES DEPARTMENT OF JUSTICE OFFICE OF INTELLIGENCE POLICY AND REVIEW EXPERIENCED ATTORNEYS](#) Positions are open until filled, but no later than November 15, 2004.  
Date posted: 08-18-2004.
  - [ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE WESTERN DISTRICT OF WASHINGTON](#) Position is open until filled, but no later than September 15, 2004.  
Date posted: 08-12-2004.
  - [U.S. DEPARTMENT OF JUSTICE OFFICE OF LEGAL POLICY EXPERIENCED ATTORNEYS](#) Positions are open until filled but no later than December 3, 2004.  
Date posted: 08-12-2004.
  - [ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE EASTERN DISTRICT OF VIRGINIA RICHMOND OFFICE](#) Position is open until filled. Resumes must be received by September 13, 2004.  
Date posted: 08-05-2004.
  - [ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE CENTRAL DISTRICT OF ILLINOIS](#). Open until filled.  
Date posted: 08-03-2004.
  - [ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE DISTRICT OF MASSACHUSETTS](#) Open until filled.  
Date posted: 08-03-2004.
  - [UNITED STATES ATTORNEYS OFFICE SOUTHERN DISTRICT OF NEW YORK](#) Positions are open until filled.  
Date posted: 07-27-2004.
  - [VACANCY ANNOUNCEMENT ASSISTANT UNITED STATES ATTORNEYS UNITED STATES ATTORNEY OFFICE EASTERN DISTRICT OF MICHIGAN](#) Applications are being accepted under this announcement through December 31, 2004.  
Date posted: 07-21-2004.
  - [ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE SOUTHERN DISTRICT OF FLORIDA MIAMI, FLORIDA](#) Position(s) is open until filled.  
Date posted: 05-04-2004.
  - [U.S. DEPARTMENT OF JUSTICE CIVIL DIVISION FEDERAL PROGRAMS BRANCH EMPLOYMENT DISCRIMINATION TASK FORCE EXPERIENCED ATTORNEYS](#) These positions are open until filled.  
Date posted: 04-09-2004.
  - [TRIAL ATTORNEY CIVIL DIVISION](#) Open until filled.  
Date posted: 03-31-2004.
  - [SPECIAL ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE NORTHERN DISTRICT OF CALIFORNIA](#) Positions are open until filled.  
Date posted: 02-05-2004.
  - [United States Attorney's Office District of Arizona](#) Position(s) is (are) open until filled.  
Date posted: 01-14-2004.
  - [U.S. SPECIAL ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY's OFFICE EASTERN DISTRICT OF TEXAS](#)  
Date posted 12-04-2003.
  - [EXPERIENCED TRIAL ATTORNEYS GS-950-13 to GS 15 DEPARTMENT OF JUSTICE CRIMINAL](#)

[DIVISION CHILD EXPLOITATION AND OBSCENITY SECTION](#) The positions are open until filled.

Date posted 11-06-2003.

- [ATTORNEY-ADVISOR OFFICE OF OVERSIGHT AND REVIEW OFFICE OF THE INSPECTOR GENERAL](#) Washington, DC This position is open until filled.  
Date posted 11-04-2003.
- [U.S. DEPARTMENT OF JUSTICE CIVIL DIVISION COMMERCIAL LITIGATION BRANCH NATIONAL COURTS SECTION](#) Open until filled.  
Date posted 09-05-2003.
- [ASSISTANT UNITED STATES ATTORNEY UNITED STATES ATTORNEY'S OFFICE CENTRAL DISTRICT CALIFORNIA](#) This vacancy announcement is open until further notice.  
Date posted 08-15-2003.
- [EXPERIENCED ATTORNEY\(GS-0905-13/14/15\) PUBLIC INTEGRITY SECTION WASHINGTON, DC](#) Applications is open until filled.  
Date posted 05-27-2003.
- [U.S. DEPARTMENT OF JUSTICE OFFICE OF LEGAL COUNSEL EXPERIENCED ATTORNEYS](#) These positions are open until filled.  
Date posted 05-09-2003.

*The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

*It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Dual citizens of the U.S. and another country will be considered on a case-by-case basis.*

*There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions. Not all veterans are eligible for veterans' preference. To find out whether you qualify, visit the Veterans' Preference Advisor, operated by the Department of Labor "elaws" at [www.dol.gov/elaws/vets/vetpref/vetspref.htm](http://www.dol.gov/elaws/vets/vetpref/vetspref.htm). For additional information on eligibility, visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." Please note that military retirees at the rank of major, lieutenant commander, or higher, are not eligible for veterans' preference unless they are disabled veterans.*

- [Privacy Policy](#)

*Last Updated September 14, 2004  
doj/jmd/lslmj*



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# Criminal Division

Department of Justice

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Criminal Division  
U.S. Department of Justice**

## Criminal Division

The Criminal Division develops, enforces, and supervises the application of all federal criminal laws except those specifically assigned to other divisions. The Division, and the 93 U.S. Attorneys have the responsibility for overseeing criminal matters under the more than 900 statutes as well as certain civil litigation. Criminal Division attorneys prosecute many nationally significant cases. In addition to its direct litigation responsibilities, the Division formulates and implements criminal enforcement policy and provides advice and assistance. For example, the Division approves or monitors sensitive areas of law enforcement such as participation in the Witness Security Program and the use of electronic surveillance; advises the Attorney General, Congress, the Office of Management Budget and the White House on matters of criminal law; provides legal advice and assistance to federal prosecutors and investigative agencies; and provides leadership for coordinating international as well as federal, state, and local law enforcement matters.

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### Topics of Special Interest

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**REGULATIONS**.GOVLast updated 08/25/2004  
usdoj-crm/itm/sj